

MINNESOTA DISTRICT COURT Third Judicial District	
Interpreter II Spanish	
DEPARTMENT/LOCATION Third Judicial District Olmsted County Government Center Rochester, Minnesota	HOURS OF WORK Full Time 40 hours per week

DESCRIPTION: This is responsible court work coordinating and providing court interpreter services for the Third Judicial District in southeastern Minnesota. The Third Judicial District consists of the following counties: Dodge, Fillmore, Freeborn, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona. Some travel throughout the District is required. Duties include, but are not limited to, simultaneous and consecutive courtroom interpretation and document translation from Spanish to English and English to Spanish. Interpretation services may involve use of one or more modes of interpretation. Translations may be consecutive (questions and answers), or simultaneous, and may involve face-to-face contact (e.g. in court, various types of interviews, psychiatric evaluations, telephone interviews, conference calls or audio and video recordings), and sight translations (printed or handwritten text and documents). Work also involves coordinating, recruiting, and scheduling the work of freelance interpreters.

RESPONSIBILITIES:

- Provide Spanish interpreter services at court proceedings, at the public counter, and over the telephone including interpreting from English to Spanish and vice-versa.
- Interpret at pre-trial conferences, during sworn statements, interviews, bond hearings, arraignments, plea bargains, motions, jury and bench trials, sentencing, probation violation hearings, domestic violence proceedings, court calendars, and other court-related events as required.
- Provides oral interpretation of written text and translates court forms and documents in written form.
- Interpret for defendants, relatives, judges, court staff, lawyers, witnesses, social workers, probation officers, investigators, psychologists, state's attorney and public defenders.
- Identify and evaluate interpreter resources; recruit, train, monitor, and serve as Leadworker
- Schedule and assign court interpreters to judicial proceedings.

QUALIFICATIONS:

- Must be a Certified Court Interpreter.
- Requires mastery of English and Spanish and the ability to read, speak, and write both languages.
- Requires proficiency in simultaneous and consecutive interpreting, and sight translation.
- Knowledge and understanding of legal concepts and forensic terminology in both English and Spanish.
- Knowledge of culture and customs of the groups and communities using the Spanish language.
- Knowledge of modern office practices and procedures.
- Some knowledge of content and style of legal discourse; knowledge of legal and forensic terminology; familiarity with legal process, courtroom procedures and logistics.
- Requires proficiency in simultaneous, consecutive and sight interpretation.

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- Ability to practice the principals of professional demeanor, confidentiality, faithfulness, and accuracy in interpretation from the target language to the source language.
- Skill in operation of a personal computer and other standard office equipment.

SALARY RANGE AND BENEFITS: Full Range - \$19.34 to 29.96 hourly (\$40,382 - \$62,556 annually)
Starting salary will be based on the applicant's qualifications and experience.

Full State of Minnesota benefits package included

APPLICATION DEADLINE: Position is Open Until Filled.

TO APPLY: Applications can be downloaded from www.mncourts.gov. Please send resume and completed application to:

**Human Resources
Third Judicial District
1210½ 7th St. NW, STE 220
Rochester, Minnesota 55901**

E-mail sara.daley@courts.state.mn.us with questions or call 507-529-6139.

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